

**Finance Department Policy
Fauquier County, Virginia**

**Policy Title: Procurement Policy,
Procurement Purchasing Card Amendment
Section No.: PROCUREMENT A-1**

Effective Date: TBD

Supersedes Policy: 01/14/05

I. PURPOSE

To establish procedures under which the Procurement Purchasing Card Program Administrator and all Departments shall control the use of purchasing cards assigned to and utilized by selected individuals to purchase goods and to pay for authorized travel expenses as permitted, on behalf of Fauquier County and the Fauquier County School Board, hereinafter referred to as “County” for convenience. The Procurement Purchasing Card is a purchasing tool offered as an alternative to the existing Fauquier County purchasing process. This program is designed to expedite purchasing and billing by reducing the processing costs and enabling approved cardholders to make in-store and online purchases. In addition, Procurement Purchasing Cards, if enabled to do so, may be used for travel related expenses in accordance with the Fauquier County Travel Policy. This policy is a supplement to the Fauquier County Procurement Policy and the Fauquier County/Schools Travel/Computer/Internet Policies, and is subject to the requirements of any/all other applicable County or School policies affected by the use of the card

The County Procurement Purchasing Card Amendment to the existing Procurement Policy is adopted in accordance with Procurement Purchasing Card Procedures and intended to accomplish the following:

- To ensure that procurement of goods with purchasing cards is accomplished in accordance with the County’s Procurement Policy.
- To ensure that payment of travel expenses with Procurement Purchasing Cards, only when that option is enabled, is accomplished in accordance with the County’s Travel Policy.
- To ensure that appropriate internal controls are established within each Department using County purchasing cards so that the cards are used only for authorized purposes.
- To ensure that the County bears no legal liability from inappropriate use of purchasing cards.
- To provide a convenient method for small purchases and to facilitate e-commerce, including purchases and/or payments.
- When the express, written pre-approval of travel is granted as noted in the Travel Policy and on the Travel Reimbursement form, to facilitate the payment of travel expenses, such as airfare, car rental, hotel charges and registrations, for training

and education and while conducting County business, including gasoline for County vehicles on overnight trips.

II. SCOPE

These procedures shall apply to any individual issued or authorized to use a County purchasing card (cardholder) to purchase goods for specific expenditures to which are incurred under conditions approved by these procedures. The decision of when a purchasing card is issued and to whom, will be made by the Procurement Purchasing Card Program Administrator or the designated agent upon the recommendation of the Department Head/Constitutional Officer/Principal.

III. DEFINITION

Cardholder: The users of the purchase card.

Approving Official: The Department Head/Constitutional Officer or his designee authorized to approve purchases as evidenced on the Authorized Signature Form.

Procurement Purchasing Card Program Administrator: The Purchasing Agent or Designee of the Director of Finance in his/her absence; responsible for overall administration of the Procurement Purchasing Card Program.

Purchasing Card Issuer: The financial institution responsible for issuing the purchasing cards.

Merchant: Merchant and vendor are both used to represent the entity being purchased from.

IV. PROCEDURES

Reference document: Fauquier County Procurement Purchasing Card Procedures Manual.